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Executive Office of Human Services

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# FOOD SERVICES

BUREAU OF SUPPORT SERVICES

Massachusetts Department of Youth Services

Edward J. Loughran, Commissioner



## FOREWARD

A well run food service operation is essential to the success of programming efforts within DYS facilities. Sound menu planning, professional food preparation, and consideration of the wants and nutritional needs of our clients all contribute substantially to our ability to effectively serve the youths in our care.

Therefore, I am pleased to present our first manual of Summer and Winter, 4-week cycle menus and pertinent policies and procedures which were designed to ensure that we will continue to maintain a food service program of the highest quality.

Edward J. Loughran  
Commissioner



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## INTRODUCTION

This manual was developed by the Department of Youth Services' Food Services Division. Its primary purpose is to serve as a reference text for Food Service training in the Department. It provides a variety of suggestions for seven specific problem areas frequently encountered in the Departments' residential programs, namely: menu planning, food production, equipment utilization, sanitation, recordkeeping, personnel and public relations. The manual follows a format of identifying specific problems within each category and offers possible solutions for on-site training. It is designed in outline form as a quick reference although it is not all inclusive; it offers numerous measures to eliminate experienced difficulties. It is hoped that the manual will encourage new ideas for training food service personnel.

Nicholas Hideriotis, Director  
Food Service/Vocational Training



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## INTRODUCTION

THIS FOUR WEEK CYCLE MENU HAS BEEN DEVELOPED FOR USE AT THE MASSACHUSETTS DEPARTMENT OF YOUTH SERVICES' RESIDENTIAL UNITS. THE MENUS WERE PLANNED TO MEET:

- a. THE RECOMMENDED DAILY DIETARY ALLOWANCE FOR MALES FIFTEEN YEARS OF AGE AS SPECIFIED BY THE NATIONAL RESEARCH COUNCIL NATIONAL ACADEMY OF SCIENCES, 1980. NUTRITIONAL REQUIREMENTS OF MALES AND FEMALES TEN TO EIGHTEEN YEARS OLD WILL BE COVERED AT THESE LEVELS.
- b. THE REQUIREMENTS OF THE NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM, 1983.

CAREFUL CONSIDERATION HAS ALSO BEEN PAID TO:

- a. THE DIETARY GUIDELINES FOR ALL AMERICANS PUBLISHED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE AND THE UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES, 1980.
- b. A FOOD PREFERENCE SURVEY OF RESIDENTS OF THE DEPARTMENT OF YOUTH SERVICES "WORCESTER SHELTER CARE UNIT, 1985."
- c. COLLECTIVE RECOMMENDATIONS AND SUGGESTIONS FROM THE DIRECTOR OF FOOD SERVICES, SUPERVISOR OF CAFETERIAS AND FROM OTHER UNITS OF THE DEPARTMENT OF YOUTH SERVICES.

THESE MENUS WILL BE REVIEWED AND REVISED IF NECESSARY ON AN ANNUAL BASIS.

MENUS PLANNED BY:

Nicholas Hideriotis

Nicholas Hideriotis,  
Director of Food Services/  
Vok. Ed. Administrator

MENUS REVIEWED FOR  
NUTRITIONAL ADEQUACY:

Margaret M. McClure

Margaret M. McClure, R.D.  
DYS Consultant - ADA #434961 4/25/85

ACCEPTED FOR USE BY  
DEPARTMENT OF YOUTH SERVICES:

Assistant Commissioner,  
Bureau of Facility Operations

Assistant Commissioner,  
Bureau of Community Services

Director; Bureau of Support Services

ACCEPTED FOR USE AT:

1. Sheltercare Units
2. Secure Detention
3. Secure Treatment Units
4. Aftercare - Overnight Arrest and Private Vendors



## DEPARTMENT OF YOUTH SERVICES

## BUREAU OF SUPPORT SERVICES

## FOOD SERVICE PROGRAM

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Nicholas Hideriotis	Director; Food Services and Vocational Education	727-7575	274
Justin Power	Vocational Education, Equipment Purchases, Public Health Administrator	727-7575	274
Edward Adams	Food Warehouse, Government Commodities, Food Purchases Administrator	727-7506 366-1900	48 48
Nutritional Consultant	Available	727-7575	274
	Food Service Vocational Education Program	727-7575	274



DEPARTMENT OF YOUTH SERVICES

STATE AND VENDORED UNITS

DYS YOUTH CENTERS

Judge Connelly Youth Center  
450 Canterbury Street  
Roslindale, MA 02131  
#48 - 6 cooks

Central Youth Service Center  
Lyman Street, Sharp Building  
Westboro, MA 01581  
#46 - 5 cooks

Metropolitan Youth Service Center  
Boston State Hospital  
591 Morton Street  
Dorchester, MA 02124  
#52 - 6 cooks

Western Youth Service Center  
280 Tinkham Road  
Springfield, MA 01129  
#30 - 5 cooks

DYS SECURE UNITS

Worcester Secure Treatment Unit  
363 Belmont Street  
Worcester, MA 01604  
#18 - 3 cooks

DYS DETENTION UNITS

Westfield Detention Center  
51 East Mountain Road  
Westfield, MA 01085  
#25 - 2 cooks

Charlestown YMCA - DYS  
32 City Square  
Charlestown, MA 02129  
#16 - NO COOKS

Shelter Care Unit - Hale Building  
Worcester State Hospital  
305 Belmont Street  
Worcester, MA 01604  
#19 - 3 cooks

Ledgewood Short Term Unit  
1000 Harvard Street  
Mattapan, MA 02126  
#16 - 3 cooks

DYS GIRLS DETENTION

Brockton Y - DYS  
465 Main Street  
Brockton, MA 02401  
#8 - 1 cook

Rotenberg School  
1100 Princeton Boulevard  
North Chelmsford, MA 01863  
#11 - 2 cooks

Pelletier Center  
Cushing Hill Drive  
Marlboro, MA 01752  
#12 - 1 cook

Cameron House  
5 Cameron Avenue  
Somerville, MA 02144  
#8 - 1 cook

Ledgewood Girls Unit  
1000 Harvard Street  
Mattapan, MA 02126  
#5

DYS VENDORED UNITS

Andromeda House  
1000 Harvard Street  
Mattapan, MA 02126  
#15

Anker House  
23 Institute Road  
Worcester, MA 01609  
#12

Aquarius House  
182 A Greenfield Road  
Colrain, MA 01340  
#6



VENDORED UNITS

Alpha Omega  
P.O. Box 922  
544 Newton Road  
Littleton, MA 01460  
#12

Old Colony YMCA  
320 Main Street  
Brockton, MA 02401  
#28

Robert F. Kennedy School  
P.O. Box 552  
Westboro, MA  
#15 - 1 cook

Project RAP  
3 Broadway  
Beverly, MA 01915

Bishop Ruocco  
308 Highland Avenue  
Lakeville, MA 02346  
#12

Roxbury Multi-Service Center  
317 Blue Hill Avenue  
Roxbury, MA 02119

Grafton Girl's House  
c/o The Key Program  
104 Grove Street  
Worcester, MA 01605  
#8 - 1 cook

Roxbury  
Hillside  
#24

Old Colony Council, B.S.A.  
2438 Washington Street  
Canton, MA 02021  
#12 -

Our House  
139 Shelburne Road  
Greenfield, MA 01301  
#12

Old Colony YMCA  
320 Main Street  
Brockton, MA 02401  
#28

Pilgram Center  
140 Adams Street  
Braintree, MA 02184  
#32

Littleton House  
P.O. Box 2335  
Littleton, MA 01460  
#12 - 1 cook

735 House  
18 Lafayette Street  
Wakefield, MA 01880  
#10

Camp Squanto  
P.O. Box 931  
So. Carver, MA 02366  
#12



## Introduction

This menu planning guide is to help you in school food service plan and serve acceptable school meals that meet food needs. It is in tune with today's challenges to serve nutritious food, give a good image, provide choices, consider the likes and dislikes of those served, and decrease plate waste. The publication covers the philosophy and principles of good menu planning; Federal requirements, recommendations, and policies; methods of menu planning; and merchandising techniques for promoting good nutrition.

The National School Lunch Act of 1946 established the National School Lunch Program to safeguard the health and well-being of our Nation's children. The program is designed by Congress as a means of (1) providing nutritious, reasonably priced lunches to school children and children in residential child care institutions, (2) contributing to a better understanding of good nutrition, and (3) fostering good food habits. School food service has become a basic part of the nutrition and education program of the Nation's schools. The growing School Breakfast Program has further expanded this role.

School food service is a unique and important market for food. It reflects advances in knowledge of food, nutrition, and food service management and is full of opportunities to try new ideas. It presents an exciting challenge to maintain and improve the quality of school meals.

When planning menus, keep in mind the following general points:

- The menu is the focal point of the school lunch and breakfast programs. It is the basis for all activity in these programs from planning to purchasing, to production, to service and cleanup and to the ultimate satisfaction of students' appetites.
- The menu is a management tool. Successful management of the school lunch and breakfast programs starts with menu planning. The quality of the meal and success of the programs depend on the knowledge and skill of the menu planner. The menu planning activity also provides an opportunity for nutrition education and for involving students, parents, and school personnel in the school lunch and breakfast programs.



INTRODUCTION  
(Continued)

Recommended Dietary Allowances for Children and Youth

Age (Years)	Males and Females		Males		Females	
	4-6	7-10	11-14	15-18	11-14	15-18
Energy (kcal)	1700	2400	2700	2800	2200	2100
Protein (g)	30	34	45	56	46	46
Vitamin A (mcg-RE)	500	700	1000	1000	800	800
Vitamin D (mcg)	10	10	10	10	10	10
Vitamin E (mg-aTE)	6	7	8	10	8	8
Ascorbic acid (mg)	45	45	50	60	50	60
Folic acid (mcg)	200	300	400	400	400	400
Niacin (mg-NE)	11	16	18	18	15	14
Riboflavin (mg)	1.0	1.4	1.6	1.7	1.3	1.3
Thiamin (mg)	0.9	1.2	1.4	1.4	1.1	1.1
Vitamin B <sub>6</sub> (mg)	1.3	1.6	1.8	2.0	1.8	2.0
Vitamin B <sub>12</sub> (mcg)	2.5	3.0	3.0	3.0	3.0	3.0
Calcium (mg)	800	800	1200	1200	1200	1200
Phosphorus (mg)	800	800	1200	1200	1200	1200
Iodine (mcg)	90	120	150	150	150	150
Iron (mg)	10	10	18	18	18	18
Magnesium (mg)	200	250	350	400	300	300
Zinc (mg)	10	10	15	15	15	15

(From Food and Nutrition Board. Recommended Dietary Allowances. Washington, DC, National Academy of Sciences/National Research Council, 1963)

The Type A School Lunch  
Guide to the Amounts of Food for Boys and Girls of Specified Ages

Pattern	Pre-school children (3 up to 6 years)	Elementary school children		Secondary school boys and girls (12 up to 18 years) <sup>1</sup>
		6 up to 10 years	10 up to 12 years	
Meat and/or alternate:			(Type A lunch)	
One of the following or combinations to give equivalent quantities:				
Meat, poultry, fish	1 1/2 ounces	2 ounces	2 ounces	3 ounces
Cheese	1 1/2 ounces	2 ounces	2 ounces	3 ounces
Egg <sup>2</sup>	1	1	1	1
Cooked dry beans and peas	1/4 cup	1/3 cup	1/2 cup	2 to 1 1/2 cups
Peanut butter	2 tablespoons	3 tablespoons	4 tablespoons	4 to 5 tablespoons
Vegetable and/or fruit <sup>3</sup>	1/2 cup	2/3 cup	2/3 cup	1 to 1 1/2 cups
Bread <sup>4</sup>	1/2 slice	1 slice	1 slice	1 to 3 slices
Milk	2/4 cup <sup>5</sup>	1/2 pint	1/2 pint	1/2 pint

<sup>1</sup> When a range in amounts is given, the smaller amounts are suggested for girls and the larger amounts for older boys. An amount midway between the amounts shown is suggested for younger boys.

<sup>2</sup> When egg is served as the main dish in the lunch, use in addition a half portion of meat or other meat alternate for all children except those 3 up to 6 years.

<sup>3</sup> Must include at least two kinds.

<sup>4</sup> Or a serving of cornbread, biscuits, rolls, muffins, etc., made of whole-grain or enriched meat or flour.

<sup>5</sup> If this is impractical, serve 1/2 pint.

Remember. The amounts of foods for all age groups, except 10 up to 12 years, are intended as guides and their literal use is not mandatory.

Nutrition and Your Health  
Dietary Guidelines for Americans

**1** Eat a Variety of Foods

**2** Maintain Ideal Weight

**3** Avoid Too Much Fat, Saturated Fat, and Cholesterol



Eat Foods with Adequate Starch and Fiber



Avoid Too Much Sugar



Avoid Too Much Sodium



If You Drink Alcohol, Do So in Moderation



## SPECIAL DIETS POLICY

CERTAIN RESIDENTS MAY REQUIRE A VARIANT FROM THE ESTABLISHED MENU OF THE FACILITY. THE FOLLOWING POLICY ADDRESSES THESE EXCEPTIONS.

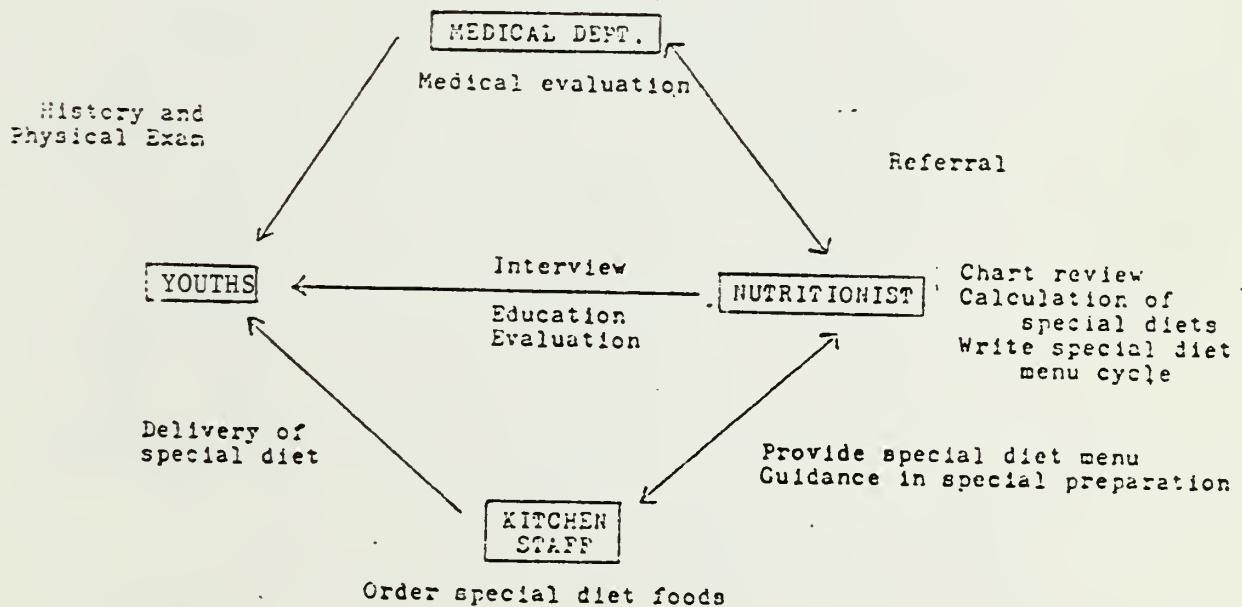
SPECIAL MEALS SHALL BE PROVIDED BY KITCHEN PERSONNEL TO RESIDENTS WITH MEDICAL NEEDS. THESE DIETS SHALL BE PRESCRIBED BY THE MEDICAL STAFF IN WRITING AND APPROVAL BY THE SUPERINTENDENT PRIOR TO ENACTMENT. AFTER APPROVAL, KITCHEN STAFF AND MEDICAL STAFF SHALL VERIFY THE GUIDELINES OF THE DIET WITH REGARDS TO THE RESIDENT'S SPECIAL NEEDS, AND FEASIBILITY OF COMPLIANCE BY THE KITCHEN STAFF.

UNDER CERTAIN CONDITIONS, SPECIAL DIETS SHALL BE PROVIDED FOR RESIDENTS WHOSE RELIGIOUS BELIEFS REQUIRE THEM. ONLY THE SUPERINTENDENT CAN APPROVE THESE REQUESTS. COMPLIANCE TO THESE REQUESTS WILL DEPEND ON THEIR FEASIBILITY WITH REGARDS TO KITCHEN OPERATIONS.

ALL SPECIAL DIETS SHALL BE REVIEWED ON A WEEKLY BASIS BY THE HEAD COOK AND MEDICAL STAFF WHEN IT IS PERTINENT.

IT IS THE RESPONSIBILITY OF THE INTAKE STAFF TO NOTIFY THE KITCHEN AND MEDICAL STAFF OF ANY FOOD ALLERGIES AND INTOLERANCES WHEN THE CLIENT IS FIRST ACCEPTED INTO THEIR UNIT.

### FOOD SERVICES/EDUCATIONAL TRAINING





## SPECIAL DIETS POLICY

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MEN





SUMMER MENU

BREAKFAST		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
SUNDAY		POACHED EGG SCRAMBLED EGG SPECIAL K RAISIN TOAST MARGARINE MILK BANANA		FRENCH TOAST SYRUP RAISIN BRAN MARGARINE JELLY APPLE JUICE MILK		CHEESE OMLET ENGLISH MUFFIN MARGARINE JELLY PINEAPPLE JUICE MILK		CORN FLAKES PANCAKES SYRUP MARGARINE MILK BANANA		TOTAL CEREAL FRIED EGG BACON WHEAT TOAST MARGARINE ORANGE JUICE MILK		RICE KRISPIES EGGO WAFFLES SYRUP MARGARINE APPLE JUICE MILK	
LUNCH		CHICKET BBQ POTATO SALAD CORN ON THE COB WATERMELON LEMONADE		BOX LUNCH FRENCH FRIES CHERRIES MILK		TUNA SALAD BOWL WHEAT ROLL MARGARINE BLUE BERRY SHORT CAKE MILK		BLT SANDWICH PICKLES TOMATO JUICE MILK ICE CREAM		SYRIAN SAND- WHICH POTATO CHIPS CARROT STIX CHILLED APPLE- SAUCE STRAWBERRY FLAVOR MILK		HOT DOGS/ROLL HAMBURGERS/ROLL MACARONI SALAD COLE SLAW LETTUCE & TOMATO FRESH FRUIT BOWL MILK	
DINNER		AMERICAN CHOP SUEY MIXED GREEN SALAD ITALIAN BREAD MARGARINE MILK CHOICE OF PIE		BAKED PORK CHOPS OVEN BROWN POTATOES SLICED BEETS WHEAT BREAD MARGARINE MILK CHOCOLATE PUDDING WITH TOPPING		VEAL PARMESAN ZITI WITH TOMATO SAUCE SALAD BAR GARLIC BREAD MARGARINE MILK SHERBET		ROAST TURKEY GRAVY MASHED POTATO BUTTERNUT SQUASH CRANBERRY SAUCE MILK DINNER ROLL MARGARINE MILK FRESH STRAW- BERRIES		MEAT LOAF RICE PILAF WAX BEANS OATMEAL BREAD MARGARINE MILK FROSTED CUP- CAKE		FRIED FISH STEAK HOUSE FRIES CARROTS WHITE BREAD MARGARINE MILK CHOCOLATE COOKIES CRISP	



SUMMER MENU  
WEEK II

BREAKFAST		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
SUNDAY		SPECIAL K POACHED EGG TOAST	SCRAMBLED EGG RAISIN TOAST MARGARINE	FRENCH TOAST SYRUP RAISIN BRAN MARGARINE	CHEESE OMLET ENGLISH MUFFIN MARGARINE	CORN FLAKES PANCAKES SYRUP GRAPEFRUIT	TOTAL CEREAL FRIED EGG BACON	RICE KRISPIES EGGO WAFFLES SYRUP	WHEAT TOAST ORANGE JUICE	FRIED EGG BACON	RICE KRISPIES EGGO WAFFLES SYRUP		
SPECIAL K POACHED EGG TOAST	MARGARINE	JELLY	APPLE JUICE	MILK	JELLY	PINEAPPLE JUICE	MILK	MILK	MILK	MILK	MILK		
MILK	BANANA	MILK	FRESH ORANGE										
LUNCH		CHICKEN BBQ POTATO SALAD		MINESTRONE SOUP		BOX LUNCH BANANA		BBQ BONELESS SPARE RIB ON A BULKIE		HAM ROLLS MARIINATED CHERRY		FISH SANDWICH WITH CHEESE	
FRESH CORN		EGG SALAD		MILK		CELERY STUFFED		TOMATOS		CUCUMBER SALAD		HAMBURGERS / ROLLS	
WATERMELON		ROLL		FRESH PEACH		WITH PEANUT		3 BEAN SALAD		FRESH PLUM FRAPPE		MACARONI SALAD	
LEMONADE						BUTTER		FRENCH BREAD		COLE SLAW		COLE SLAW	
						CITRUS SECTION		MARGARINE		TOMATO & LETUCE		TOMATO & LETUCE	
				MILK		MILK		MARGARINE		FRESH FRUIT BOWL		FRESH FRUIT BOWL	
				SHERBET						MILK		MILK	
DINNER		ROAST BEEF GRAVY		HOT TURKEY SANDWICH		BEEF STEW HOT BISCUITS		KNOCKWURST BOILED		FRIED CHICKEN		SPAGHETTI I WITH SAUCE	
PIZZA		ROAST POTATO		MASHED POTATO		MARGARINE		POATO		FRENCH FRIES		GARLIC BREAD	
TOSSED SALAD		GREEN BEANS		WHOLE BABY		FROSTED WHITE CAKE		CARROTS		LETTUCE WEDGE		MARGARINE	
ICE CREAM CONE		WHOLE WHEAT ROLL		BEETS		CRANBERRY SAUCE		WHITE BREAD		CHOICE OF SALAD		APPLE CAKE	
MILK		BLUEBERRY PIE		MILK		MILK		MARGARINE		BROWNIE		DRESSING	
				MILK		MILK		MILK		RASBERRY MOUSSE		MILK	



SUMMER MENU  
WEEK 111

BREAKFAST		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
BANANA SPECIAL K CEREAL POACHED EGG TOAST MARGARINE MILK		SCRAMBLED EGG RAISIN TOAST APPLE JUICE MARGARINE JELLY MILK		RAISIN BRAN CEREAL FRENCH TOAST SYRUP MARGARINE FRESH ORANGE MILK		CHEESE OMLET ENGLISH MUFFIN MARGARINE JELLY PINEAPPLE JUICE MILK		CORN FLAKES PANCAKES W/ STRAWBERRIES SYRUP MARGARINE MILK		TOTAL CEREAL FRIED EGG BACON WHEAT TOAST ORANGE JUICE MARGARINE MILK		RICE KRISPIES EGGO WAFFLES SYRUP APPLE JUICE MARGARINE MILK	
LUNCH		TUNA GRINDER RELISSH TRAY PINEAPPLE JUICE SHERBET MILK		BOX LUNCH APPLE COFFEE		FRIED CLAM ROLL FRENCH FRIES SPINACH SALAD MILK FRUIT CUP		REUBEN SAND- WICH POTATO CHIPS HALF SOUR PICKLES CANTALOUE MILK		CHICKEN RICE SOUP CHEF'S SALAD BOWL DINNER ROLL MARGARINE GRAPES MILK		HOT DOGS/ROLLS HAMBURGERS/ROLLS MACARONI SALAD COLE SLAW LETUCE & TOM- ATO FRESH FRUIT BOWL MILK	
DINNER		CHICKEN BBQ POTATO SALAD FRESH CORN WATERMELON LEMONADE											
ROAST LAMB WITH GRAVY WHOLE IRISH POTATO WAX BEANS DINNER ROLLS MARGARINE VAN PUDDING WITH STRAWBERRIES MILK		BEEF STROGAN- OFF EGG NOODLES GREEN PEAS RYE BREAD MARGARINE PEACH SHORT- CAKE MILK		BAKED PORK CHOPS SCALLOPED POTATO BROCCOLI WHEAT BREAD MARGARINE CHOCOLATE CHIP COOKIES MILK		CHEESE LASAGNA ANTIPASTO FRENCH BREAD MARGARINE JELLO WITH TOPPING MILK		GLAZED CHICKEN LEG BAKED POTATO ZUCCHINI W/ TOPPING MILK		BAKED SUFFED FISH MASHED POTATO GREEN BEANS ASSORTED BREAD MARGARINE CASSEROLE WHITE BREAD MARGARINE SUNDAE MILK		BEEF TERIYAKI FLAVORED RICE CARROTS BREAD STIX MARGARINE GINGERBREAD TOP YOUR OWN WITH WHIPPED CREAM MILK	



SUMMER MENU  
WEEK IV

BREAKFAST		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
SUNDAY		SPECIAL K CEREAL	SCRAMBLED EGG RAISIN TOAST MARGARINE	FRENCH TOAST SYRUP RAISIN BRAN CEREAL	ENGLISH MUFFIN PINEAPPLE JUICE MARGARINE	CHEESE OMLET PINEAPPLE JUICE MARGARINE	CORN FLAKES SYRUP MARGARINE	TOTAL CEREAL FRIED EGG BACON	RICE KRISPIES EGGO WAFFLES				
		POACHED EGG TOAST	JELLY	APPLE JUICE MARGARINE	MILK	JELLY	MILK	WHEAT TOAST ORANGE JUICE MARGARINE	SYRUP APPLE JUICE MARGARINE				
		MARGARINE		MILK		MILK		MILK	MILK				
		BANANA											
LUNCH		CHICKEN BBQ POTATO SALAD	WHOLE TOMATO STUFFED WITH HAM SALAD	BOX LUNCH MILK	ORANGE	STEAK & CHEESE GRINDER	CHICKEN MCNUGGETS	MANHATTEN CLAM CHOWDER	HOT DOGS/ROLLS				
		FRESH CORN WATERMELON	CELERY AND CARROT STIX	PICKLES	CRANBERRY JUICE HONEYDEW MELON	FRENCH FRIES COLE SLAW MILK	SEAFOOD SALAD SANDWICH	SEAFOOD SALAD SANDWICH	HAMBURGERS/ROLLS				
		LEMONADE	FRENCH BREAD MARGARINE	MILK	STRAWBERRIES	MILK	MILK	MILK	MACARONI SALAD COLE SLAW LETUCE & TOMATO				
			FRESH PEACH						FRESH FRUIT BOWL				
DINNER									MILK	SURPRISE CUPCAKES			
		PORK CHOW ME IN NOODLES	LONDON BROIL MASHED POTATO ASPARAGUS	SHEPARD'S PIE (LAMB) BROCCOLI DINNER ROLL	MARGARINE	EGGPLANT PARMESAN ANTIPASTO GARLIC BREAD	FRANKFURT CASSEROLE	MACARONI / CHEESE FRANKFURT CASSEROLE	BAKED HAM BAKED POTATO SKINS	POT ROAST GRAVY BOILED POTATO			
		SNOW PEAS	TIPS	MARGARINE	MILK	WHOLE GREEN BEANS	WHOLE GREEN BEANS	SUMMER SQUASH	CARROTS				
		WHEAT BREAD MARGARINE	WHITE BREAD MARGARINE	BUTTERSCOTCH PUDDING	MILK	PEANUT BUTTER COOKIES	PEANUT BUTTER COOKIES	FRENCH BREAD MARGARINE	OATMEAL BREAD MARGARINE				
		MILK	MILK	MILK		MILK	MILK	MILK	RASPBERRY MILK	MILK			
		CHIFFON PIE	CHOCOLATE CAKE						TURNOVER				
									ICE CREAM BAR				



## WINTER MENU WEEK I

BREAKFAST		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
POACHED EGG SPECIAL K CEREAL TOAST	SCRAMBLED EGG RAISIN TOAST MARGARINE JELLY	FRENCH TOAST WITH SYRUP RAISIN BRAN CEREAL	ENGLISH MUFFIN JELLY MARGARINE APPLE JUICE MILK	CHEESE OMLET MARGARINE PINEAPPLE JUICE MILK	ENGLISH MUFFIN JELLY MARGARINE MILK	OATMEAL PANCAKES W/ STRAWBERRIES SYRUP MILK	PANCAKES W/ STRAWBERRIES SYRUP MILK	TOTAL CEREAL BAKON WHEAT TOAST MARGARINE ORANGE JUICE MILK	FRIED EGG W/ BAKON MARGARINE ORANGE JUICE MILK	MAYPO CEREAL EGGO WAFFLES SYRUP MARGARINE APPLE JUICE MILK	MAYPO CEREAL EGGO WAFFLES SYRUP MARGARINE APPLE JUICE MILK		
BRUNCH	STEAK AND CHEESE GRINDER RELISH TRAY/ CUCUMBERS CELERY CARROTS ONIONS TOMATOES FRESH PEAR MILK	VEGETABLE SOUP CHICKEN CUTLET ON ROLL MAYONNAISE FRUITED GELATIN MILK	SYRIAN SAND- WICH OF MEAT & CHEESE LETUCE & TOMATO FRENCH FRIES KETCHUP MILK	SYRIAN SAND- WICH OF MEAT & CHEESE LETUCE & TOMATO FRENCH FRIES KETCHUP MAYONNAISE CANDIED APRICOTS MILK	FOOT LONG HOT DOG ON ROLL CHEESE CUBES POTATO CHIPS TOMATO JUICE MUSTARD RELLISH BLUE BERRY COBBLER MILK	FISHWICH SANDWICH COLE SLAW TARTAR SAUCE FRESH FRUIT CUP MILK	FISHWICH SANDWICH COLE SLAW TARTAR SAUCE FRESH FRUIT CUP MILK	CHOICE OF: HAM & CHEESE OMLET TATOR TOTS BLUEBERRY MUFFIN ENGLISH MUFFIN MARGARINE JELLY SLICED TOMATO AND LETTUCE MILK	CHOICE OF: HAM & CHEESE OMLET TATOR TOTS BLUEBERRY MUFFIN ENGLISH MUFFIN MARGARINE JELLY SLICED TOMATO AND LETTUCE MILK				
BRUNCH	ROAST TURKEY STUFFING GRAVY	BAKED PORK CHOPS OVEN BROWNED POTATO	VEAL PARMESAN ZITI WITH TOMATO SAUCE SALAD BAR	BAKED HAM BAKED POTATO SKINS WITH SOUR CREAM MIXED VEGETABLES OATMEAL BREAD	MEAT LOAF / GRAVY WHIPPED POTATO WAX BEANS DINNER ROLLS	FRIED CHICKEN FRENCH FRIES GREEN BEANS ALMONDINE WHITE BREAD MARGARINE	FRIED CHICKEN FRENCH FRIES GREEN BEANS ALMONDINE WHITE BREAD MARGARINE	AMERICAN CHOP SUEY MIXED GREEN SALAD DRESSING ITALIAN BREAD MARGARINE BANANA CREAM PIE MILK	AMERICAN CHOP SUEY MIXED GREEN SALAD DRESSING ITALIAN BREAD MARGARINE BANANA CREAM PIE MILK				
DINNER	MASHED POTATO BUTTER NUT SQUASH RYE BREAD MARGARINE MILK	SLICED BEETS WHEAT BREAD MARGARINE CHOCOLATE PUDDING WITH TOPPING	GARLIC BREAD MARGARINE FRESH FRUIT BOWL MILK	BAKED HAM BAKED POTATO SKINS WITH SOUR CREAM MIXED VEGETABLES OATMEAL BREAD MARGARINE STRAWBERRY SHORTCAKE MILK	BAKED HAM BAKED POTATO SKINS WITH SOUR CREAM MIXED VEGETABLES OATMEAL BREAD MARGARINE STRAWBERRY SHORTCAKE MILK								



WINTER MENU  
WEEK 1



WINTER MENU  
WEEK III

BREAKFAST	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	BANANA SPECIAL K CEREAL POACHED EGG TOAST MARGARINE MILK	APPLE JUICE SCRAMBLED EGG RAISIN TOAST MARGARINE JELLY MILK	FRESH ORANGE RAISIN BRAN CEREAL FRENCH TOAST SYRUP MARGARINE MILK	PINEAPPLE JUICE CHEESE OMLET ENGLISH MUFFIN MARGARINE JELLY MILK	BANANA OATMEAL PANCAKES W/ STRAWBERRIES SYRUP MARGARINE MILK	ORANGE JUICE TOTAL CEREAL FRIED EGG W/ BACON WHEAT TOAST MARGARINE MILK	APPLE JUICE MAYPO CEREAL EGGO WAFFLES SYRUP MARGARINE MILK
BRUNCH		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	BRUNCH
	ORANGE JUICE CHOICE OF: APPLE PANCAKES SAUSAGE BAKED BEANS HOME FRIES WHEAT TOAST DONUTS MARGARINE SYRUP HOT CHOCOLATE MILK	GRILLED HOT DOG/ROLL POTATO CHIPS TOMATO STUFFED W/COTTAGE CHEESE CAVALOUP MILK	CRANAPPLE JUICE TACOS FRENCH FRIES FRESH APPLE MILK	TUNA MELTS TOSSED SALAD CHOICE OF DRESSING FRUIT COCKTAIL MILK	CHICKEN NOODLE SOUP PEPPER & EGG GRINDER MARINATED TOMATOES & CUCUMBERS TANGARINE MILK	HAM AND CHEESE QUICHE SPINACH SALAD WITH CROUTON WHOLE WHEAT ROLLS MARGARINE FRESH FRUIT BOWL MILK	FRESH FRUIT CHOICE OF: HAM & CHEESE OMLET TATOR TOTS SLICED TOMATO AND LETTUCE BLUEBERRY MUFFIN MARGARINE ENGLISH MUFFIN JELLY MILK
DINNER							
	ROAST LAMB GRAVY WHOLE IRISH POTATOES WAX BEANS DINNER ROLLS MARGARINE CHOCOLATE PUDDING MILK	BBQ SPARE RIBS EGG NOODLES GREEN PEAS RYE BREAD MARGARINE PEACH SHORT- CAKE MILK	CHEESE LASAGNA SALAD BAR FRENCH BREAD MARGARINE FRUITED GELATIN MILK	GLAZED CHICKEN BAKED POTATO ZUCCHINI/ TOMATO CASEROLE WHITE BREAD MARGARINE CHOCOLATE CHIP COOKIES MILK	BAKED SUFFED FISH MASHED POTATO GREEN BEANS ASSORTED BREAD MARGARINE GINGERBREAD W/ WHIPPED CREAM MILK	BEEF TERIYAKI FLAVORED RICE CARROTS BREAD STIX TOP YOUR OWN SUNDAE MILK	



WINTER MENU  
WEEK IV

BREAKFAST		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
SUNDAY		POACHED EGG SPECIAL K CEREAL TOAST MARGARINE BANANA MILK	SCRAMBLED EGG RAISIN TOAST MARGARINE JELLY APPLE JUICE MILK	RAISIN BRAN CEREAL FRENCH TOAST SYRUP MARGARINE FRESH ORANGE MILK	CHEESE OMLET ENGLISH MUFFIN MARGARINE JELLY PINEAPPLE JUICE MILK	OATMEAL PANCAKES W/ STRAWBERRIES SYRUP MARGARINE BANANA MILK	TOTAL CEREAL FRIED EGG BACON	WHEAT TOAST MARGARINE ORANGE JUICE MILK	MAYPO CEREAL EGGO WAFFLES SYRUP MARGARINE APPLE JUICE MILK				
BRUNCH		CHOICE OF: APPLE PANCAKES SAUSAGE BAKED BEANS HOME FRIES WHEAT TOAST SYRUP MARGARINE DONUTS ORANGE JUICE HOT CHOCOLATE MILK	MEAT BALL GRINDER SALAD BAR CINNAMON APPLE SAUCE MILK	GRILLED CHEESE SANDWICH CARROT STIX HONEYDEW MELON CRANBERRY JUICE MILK	VEGETABLE BEEF SOUP BOLOGNA SANDWICH ON RYE FRESH ORANGE MILK	TURKEY, LETTUCE & TOMATO ON ROLL FRENCH FRIES PICKLES CANNED PEACHES MILK	HOT CHILE MIXED GREEN SALAD WITH CHOICE OF DRESSING FRUIT CUP MILK		CHOICE OF: HAM & CHEESE OMLET TATOR TOTS SLICED TOMATO & LETTUCE ENGLISH MUFFIN BLUEBERRY MUFFIN JELLY MARGARINE FRESH FRUIT MILK	CHOICE OF: HAM & CHEESE OMLET TATOR TOTS SLICED TOMATO & LETTUCE ENGLISH MUFFIN BLUEBERRY MUFFIN JELLY MARGARINE FRESH FRUIT MILK	BRUNCH		
DINNER		BAKED HAM WHIPPED POTATO ASPARAGUS WINTER SQUASH WHITE BREAD MARGARINE CHOCOLATE FROSTED CAKE MILK	CHICKEN CHOW ME IN NOODLES SNOW PEAS WHEAT BREAD MARGARINE CHIFFON PIE MILK	SHEPARD'S PIE (LAMB, GRAVY, VEGETABLES) MASHED POTATO CRUST BROCCOLI RYE BREAD MARGARINE BUTTERSCOTCH PUDDING WITH TOPPING MILK	EGGPLANT PARMESAN ANTI PASTO GARLIC BREAD MARGARINE PEANUT BUTTER COOKIES MILK	MACARONI, FRANKS & CHEESE CASSEROLE WHOLE GREEN BEANS DINNER ROLL MARGARINE ICE CREAM CONE MILK	FRIED FISH BAKED POTATO SKINS WALDORF SALAD FRENCH BREAD MARGARINE RASBERRY TURNOVER MILK	CORNED BEEF BOILED POTATO CARROTS CABBAGE OATMEAL BREAD MARGARINE SURPRISE CUPCAKES MILK					



MENU CHANGES

POLICY: MENUS MAY BE CHANGED WHEN NECESSARY AT THE DISCRETION OF THE SUPERVISOR OF CAFETERIA.

PROCEDURE: THESE SUMMER AND WINTER MENUS HAVE BEEN PLANNED BASED ON CYCLE MENUS NOW IN USE IN D.Y.S. FACILITIES. MENUS MAY BE CHANGED TO MEET THE NEEDS OF THE INDIVIDUAL FACILITIES PROVIDING THE ORIGINAL FOOD GROUPS (CEREAL, FRUIT, MEAT, VEGETABLES, ETC.) ARE RETAINED AND THE REQUIREMENTS OF THE NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM ARE MET.



SUGGESTIONS FOR SUBSTITUTE MENUS

SUNDAY BREAKFAST	MONDAY BREAKFAST	TUESDAY BREAKFAST	WEDNESDAY BREAKFAST	THURSDAY BREAKFAST	FRIDAY BREAKFAST	SATURDAY BREAKFAST
SPECIAL K POACHED EGG TOAST MARGARINE MILK BANANA	SCRAMBLED EGG RAISIN TOAST MARGARINE JELLY APPLE JUICE MILK	FRENCH TOAST SYRUP RAISIN BRAN MARGARINE ORANGE JUICE MILK	CHEESE OMLET ENGLISH MUFFIN MARGARINE JELLY PINEAPPLE JUICE MILK	CORN FLAKES PANCAKES W/ STRAWBERRIES SYRUP MARGARINE MILK BANANA	TOTAL CEREAL FRIED EGG BACON WHEAT TOAST ORANGE JUICE MARGRAINE MILK	RICE KRISPIES EGGO WAFFLES SYRUP MARGARINE APPLE JUICE MILK
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	COOK OUT
CHICKEN BBQ POTATO SALAD FRESH CORN WATERMELON LEMONADE	SEAFOOD SALAD ON CROISSANT ROLL CUCUMBER, ONION & SOUR CREAM SALAD PLUMS MILK	CHICKEN PIE W/ BISQUICK CRUST SPINACH & EGG SALAD CRANBERRY SAUCE MILK FRUIT COMPOTE	BBQ BEEF ON BULKIE ROLL VEGETABLE RELISH PLATE CHILLED PEARS MILK	CHEESE SOUFFLE MARINATED TOMATO & LETTUCE FRESH APPLE MILK	MINESTRONE SOUP SALAD W/ COTTAGE CHEESE DINNER ROLL MARGARINE BANANA SPLIT FROSTED ANGEL CAKE MILK	HOT DOGS/ROLL HAMBURGER/ROLL MACARONI SALAD COLE SLAW LETTUCE & TOMATO FRESH FRUIT BOWL MILK
DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
SHRIMP CREOLE ON FLUFFY RICE GREEN BEANS WHEAT ROLL MARGARINE MACAROON COOKIES MILK	BEEF CUBE STEAK W/ GRAVY WHIPPED POTATO MIXED VEGETABLE RYE BREAD MARGARINE CHOCOLATE COATED BANANA MILK	HAM & BROCOLLI ROLL UP W/ CHEESE SAUCE OVEN BROWNS POTATO PINEAPPLE & CHERRY SALAD WHITE BREAD MARGARINE BREAD PUDDING MILK	CORN CHOWDER TRI SANDWICH PLATE (EGG SALAD, TUNA SALAD, CREAM CHEESE & OLIVE ) CORN CHIPS LEMON MERINGUE PIE MILK	CHICKEN CACCIA TORRE TOSSED SALAD GARLIC BREAD MARGARINE LIME SHERBET MILK	ROAST PORK & GRAVY DRESSING GREEN PEAS & MUSHROOMS WHITE BREAD MARGARINE LAYERED GELATIN DESSERT MILK	HUNGARIAN GOULASH BUTTERED NOODLES JULIENNE CARROT CHEESE BREAD MARGARINE BLONDE BROWNIES MILK



CHICKEN SOUP  
FRIED CHICKEN  
FRIED RICE  
GREEN BEANS  
BREAD/MILK  
CAKE

VEGETABLE SOUP  
STUFFED CHICKEN BREAST  
MASHED POTATOES AND GRAVY  
BROCCOLI  
BREAD/MILK  
ICE CREAM

NOODLE SOUP  
PEPPER STEAK  
BOILED RICE  
GREEN SALAD  
BREAD/MILK  
JELLO  
KOOL-AID

ONION SOUP  
CHICKEN ODOBO  
RICE  
CORN  
BREAD/MILK  
CAKE  
FRUIT JUICE

VEGETABLE SOUP  
PHILIPINO STYLE SPAGHETTI  
GREEN SALAD  
BREAD/MILK  
ICE CREAM

ONION SOUP  
EGG FOO YOUNG  
FIRED RICE OR BOILED RICE  
GREEN SALAD  
BREAD/MILK  
STAWBERRY SHORT-CAKE  
LEMON AID



### HOLIDAY MENUS

POLICY: Major holidays will be celebrated with special meals, decorations, table covers and napkins.

PROCEDURE: Specific menus will be offered to residents and staff members on major holidays (see next five pages). Appropriate table covers, napkins and decorations will also be used.

### ETHNIC OR RELIGIOUS NEEDS

POLICY: Nutritionally adequate substitutions of the food components of these menus will be made to meet the ethnic or religious needs of the individual residents.

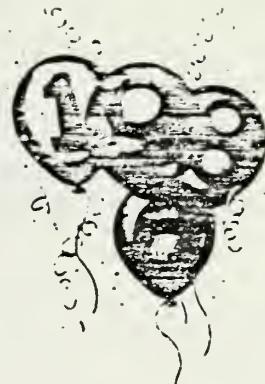
PROCEDURE: Traditional or required food items (ex. fish, Kisher food items, etc.) will be served as necessary to meet the ethnic or religious needs of current residents.



HOLIDAY MENUS  
(continued)

NEW YEAR'S EVE

Apple juice cocktail  
Antipasto  
Lasagna  
Meat Balls  
Sausage  
Italian Bread  
Margarine  
Sherbet  
Milk



NEW YEAR'S DAY

Roast Turkey with gravy  
Whipped potato  
Green Bean Casserole  
Cranberry Orange Relish  
Rolls With butter  
Chocolate cake  
Milk

*Happy  
New Year*

VALENTINE'S DAY

Roast Loin Of Pork  
Oven Roasted Potatoes  
Honey Glazed carrots  
Cinnamon Applesauce  
Whole wheat Bread  
Margarine  
Frosted Cupcake with candy heart garnish  
Chocolate Milk





HOLIDAY MENUS  
(continued)

WASHINGTON'S BIRTHDAY DINNER

Chilled tomato juice  
8 oz broiled steak  
Baked potato with sour cream  
Carrot Coins Tossed salad  
Italian bread  
Margarine  
Cherry Pie  
Milk

ST PATRICK'S DAY



Corned Beef  
Cabbage  
Boiled Potato  
Carrots  
Irish Bread  
Butter  
Chocolate pudding with green  
tinted whipped cream  
Milk



EASTER SUNDAY BRUNCH



Choice of tomato or grape juice  
Sliced Baked Ham with pineapple  
Au Gratin Potato  
Baked Beans  
Broccoli  
Whole Baby Beets  
Assorted muffins  
Margarine - Jelly  
Coffee, Tea or Milk



HOLIDAY MENUS  
(continued)

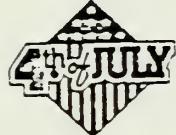
MEMORIAL DAY

Fruit Punch  
Shish ka bob  
Rice Pilaf  
Corn on the Cob  
Garlic Bread  
Margarine  
Ice Cream Bars  
Milk

Memorial Day

---

FOURTH OF JULY



COOKOUT

Chicken Patty on roll  
BBQ frankfurt on roll  
Potato Chips  
Pickles  
Garden Salad  
Top Your Own Sundae-  
Vanilla Ice Cream  
Blueberry and Strawberry Topping  
Milk  
Soda



LABOR DAY

BARBECUE

Barbecued Chicken legs  
Foil Baked Potatoes  
Salad Bar  
Pecan Rolls  
Margarine  
Apple Turnovers with whipped topping  
Milk



HOLIDAY MENUS  
(continued)

HALLOWEEN SUPPER



Evening snack:

Cider and donuts

Cheeseburgers	Hot Dogs
French Fries	
Fried onion rings	
Lettuce, tomato & cucumbers	
Orange jello	Chocolate Frosted Brownie
Chocolate milk	
Candy corn	

THANKSGIVING DINNER



Cranberry orange slush	
Roast Stuffed turkey with gravy	
Whipped potato	
Butternut squash	Green Peas
Cranberry sauce	
Stuffed celery	
Hot rolls with butter	
Apple pie	Pumpkin pie
Cider	
Milk	
Nuts	Dinner mints
Fresh Fruit Display	

*Let Us  
Give Thanks*



HOLIDAY MENUS  
(continued)

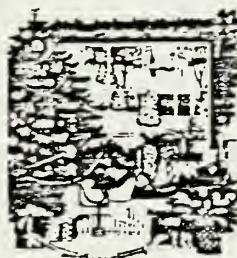
CHRISTMAS EVE

Chilled cranberry juice  
8 oz. Broiled steak  
Steak house fries  
Fresh salad bar  
Dinner rolls  
Margarine  
Make your own Sundae  
Milk

Merry  
Christmas

CHRISTMAS DINNER

Baked ham/ raisin sauce	Fresh fruit cup	Roast Beef/ gravy
	Mashed potato	
	Green beans	
	French bread	
	margarine	
	Strawberry Chiffon Pie	
	Milk      Coffee	
	Dinner Mints	





## PANCAKES

Lennox Dickson      Judge Connally Youth Center

10 lb. flour  
4 lb. white cake mix  
2 dozen eggs  
8 oz. Baking Powder  
1 oz. salt  
2 lb. sugar  
4 oz. vanilla extract  
6 oz. vegetable oil

Milk to consistency you want approximately 2 gallons.

Mix well. Makes 300 pancakes

## HAMBURGERS

Lennox Dickson - Judge Connally Youth Center

15 lb. Hamburg  
2 large onions DICED  
6 oz. relish  
8 oz. Tomato puree  
2 oz. garlic powder  
2 oz. celery powder  
10 eggs

Makes  
Mix well and make into patties. 43/60z. hamburgers



Spaghetti

Ingredients

Pork  
Celery  
Carrots  
Cabbage  
Worcestershire Sauce  
Lemon  
Garlic  
Onion  
Salt/Pepper

Cook Spaghetti (separately)  
Cook Pork (separately)  
Chop garlic and cook with pork

Chop carrots and sautee  
Chop Cabbage and sautee  
Chop celery and sautee  
Chop onion and sautee  
Sautee the vegetables separately  
When everything is cooked blend together add lemon, salt, pepper and Worcestershire Sauce

Fried Rice

Ingredients

Rice  
Chicken or Pork  
Onion  
Garlic  
Salt, pepper  
Worcestershire Sauce  
Soy Sauce

Boil Rice  
Cook chicken or pork, cook garlic with meat  
Sautee onion,

Add everything together, add Worcestershire sauce and Soy Sauce



NFI SHELTER CARE

GLENN MAURER'S DELICIOUS RECIPE FOR CORN CHOWDER

(25 SERVINGS)

YOU WILL NEED

6 Large potatoes- diced

1 Large Spanish onion

3/4 lb Butter

1 1/2 to 2 cups All Purpose Flour

5 Large cans Cream Style Corn

1/2 Gallon Milk (hot)

Salt- To taste

Pepper- To taste

Accent- To taste

Boil potatoes until almost cooked. Drain and set aside. Sauté onions in butter in a large pot. Add Flour to the butter and onions a little at a time till a thick paste forms. Cook for about 2 minutes on low heat while stirring. Add hot milk ( a little at a time ) and stir with a wire whip. Stir in cream style corn and cooked potatoes.

Add salt, pepper, and accent to taste. You may not need the full 1/2 gallon of milk; depending on how thick you want the soup to be.



Metropolitan Youth Service Center

submitted by: Jose Ylizaliturri

6 green peppers - chopped  
3 onions - chopped  
1 oz. granulated garlic  
1 #10 tomatoes can crushed  
1 lbs paprika  
1 loaf white bread  
1/2 gal. b.b.q. sauce  
18 beef or pork cans  
sautee peppers, onions & garlic  
open and drain meat  
add to the onions and peppers  
skin, all grease from top  
add paprika, simmer for a few minutes  
add b.b.q. sauce  
slice all brown outside of the bread  
add a little water to the white bread  
and dissolved with you hand  
add to the meat  
mix thoroughly and simmer for a few  
minutes  
serve hot on a bun or over rice  
  
80 6oz. servings  
beef or pork in a can government commodities



Chicken Rice Teriyaki

By Chef Manager, Howard Bunkley

Hillside Shelter Care

INGREDIENTS

7 lbs. Rice  
6 Large Onions-Diced  
20 lbs. Chicken Wings  
4 lbs Mixed Frozen Vegetables  
1½ quarts of Teriyaki Sauue

METHOD

1. Bake the Chicken Wings at 375° until done.
2. Saute the Onions in Vegetable Oil until brown.
3. Cook the Rice until fluffy.
4. After the above ingredients are cooked place in a large hotel pan.
  - A. Add the Frozen Mixed Vegetables.
  - B. Add the Teriyaki Sauce.
  - C. Mix all the ingredients together and bake at 300° for 45 minutes.

HB/lmf



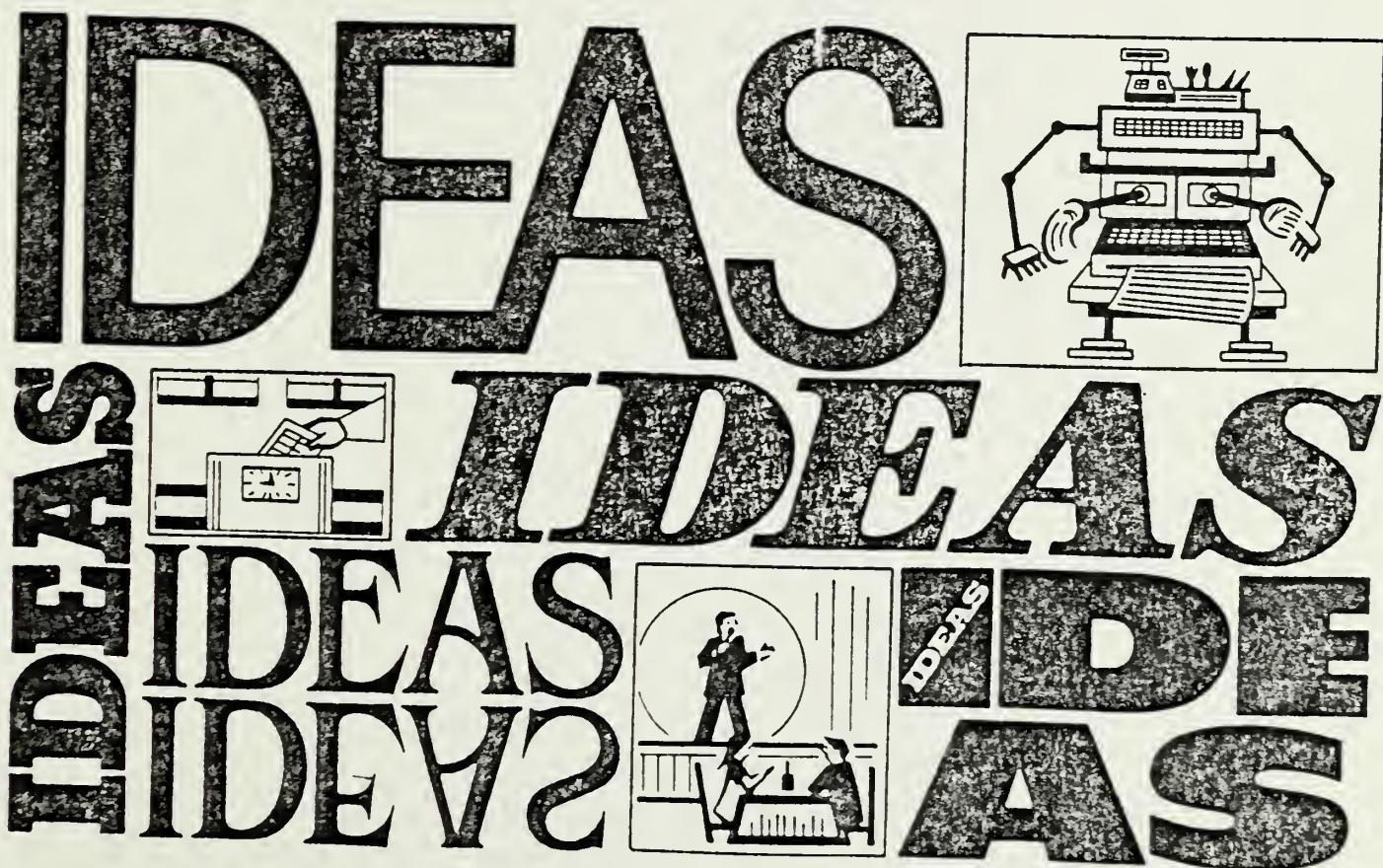
Department of Youth Services

150 Causeway Street

Boston, Massachusetts 02114

# Food Management®

Some are small,  
some are big,  
some are practical,  
some are provocative...  
and they're all in





REQUIREMENTS OF  
SCHOOL LUNCH  
PROGRAM

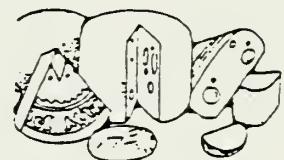


"OFFER VERSUS SERVE" PROVISION

**POLICY:** To meet the requirements of the National School Lunch program, residents will be offered a minimum of five food items daily at lunch and dinner and will be required to accept at least three of these items.

**PROCEDURE:**

The Food Service Manager (or appointed representative) will oversee the serving of each meal and encourage student acceptance of at least three food items.





MILK

**POLICY:** In accordance with regulations of the National School Lunch and Breakfast Program and the recommendations of the Dietary Guidelines for Americans, an unflavored form of fluid low fat or skim milk will be offered at all meals.

**PROCEDURE:**

Fluid low fat milk and whole milk will be available for resident selection at mealtime.



## PORTION SIZES

**POLICY:** Standard portions sizes are used when serving food to residents. Second portions are available on request providing individual resident has no dietary restrictions.

**PROCEDURE:**

The following portion sizes are used unless special dietary requirements demand otherwise or unless specifically stated on menu.

Beverages (hot).....	7	ounces
Beverages (cold)		
Juices.....	4	"
Milk.....	16	"
Cereal (hot).....	6	"
(ready to eat).....	1	" (1 $\frac{1}{4}$ cups)
Desserts		
Puddings, custard, jello, ice cream.	4	"
Pie.....	1/8 of 9 inch pie	
Cake.....	4	inch square
Egg.....	1	
Fruit.....	$\frac{1}{2}$	cup or 1 medium
Meat or Meat substitute.....	4	ounces
Potato or substitute.....	$\frac{1}{2}$	cup or 1 medium
Vegatable.....	$\frac{1}{2}$	cup



SOURCES OF VITAMIN A AND VITAMIN C  
AND IRON

POLICY: To help assure that all lunches meet the nutritional goals of the National School Lunch and Breakfast Program, the following will be served:

- a) a fruit or vegetable source of Vitamin A  
at least twice a week
- b) a fruit or vegetable source of Vitamin C  
two or three times a week
- c) several sources of iron each day.

PROCEDURE:

The four week cycle menu has been planned to include the above. (see next page)



SOURCES OF VITAMIN A, VITAMIN C  
AND IRON

<u>WEEK 1</u>	<u>Vitamin A source</u>	<u>Vitamin C source</u>
MONDAY	Carrots & tomatoes in relish tray	
WEDNESDAY	Apricots Tomatoes on sandwich	Tomatoes on sandwich
THURSDAY	Tomato juice	Tomato juice
FRIDAY		Cole slaw
<hr/>		
<u>WEEK 11</u>		
MONDAY	Spinach	Spinach
THURSDAY	Fresh Peach	Honeydew melon wedge
FRIDAY		Pineapple juice Citrus sections
<hr/>		
<u>WEEK 111</u>		
MONDAY	Tomato Cantaloupe	Tomato Cantaloup
WEDNESDAY	Marinated tomatoes	Marinated tomatoes
FRIDAY	Spinach	Spinach
<hr/>		
<u>WEEK 1V</u>		
TUESDAY	Carrot sticks	Honeydew melon
WEDNESDAY	Mixed vegetables in soup	Fresh orange
<hr/>		

IRON SOURCE

Food sources of iron; meats, enriched and wholegrain breads and certain fruits and vegetables are used several times daily with this four week menu cycle.



SOURCES OF VITAMIN A, VITAMIN C  
AND IRON

SUMMER MENU

WEEK 1

	<u>Vitamin A source</u>	<u>Vitamin C source</u>
MONDAY	Cherries	
TUESDAY	Nectarine	
THURSDAY	Tomato Juice Sliced Tomato	Tomato Juice Sliced Tomato
SATURDAY		Cole Slaw(cabbage) Oranges in fresh fruit bowl

WEEK 11

MONDAY	Fresh Peach	
WEDNESDAY		Citrus Sections
THURSDAY	Cherry Tomatoes	Cherry Tomatoes
SATURDAY		Cole Slaw (cabbage)

WEEK 111

MONDAY	Pineapple juice	
WEDNESDAY	Spinach salad	Spinach salad
THURSDAY	Cantaloupe	Cantaloupe
SATURDAY		Cole Slaw (cabbage)

WEEK 1V

MONDAY	Tomato Carrot Stix Peach	Tomato
TUESDAY		Orange
WEDNESDAY		Honeydew Melon
THURSDAY		Strawberries
SATURDAY		Cole Slaw (cabbage)

IRON SOURCE

Food sources of iron: meats, enriched and wholegrain breads and certain fruits and vegetables are used several times daily in this menu cycle



## FOOD SERVICE PROGRAM

## KITCHEN

## MEAL SCHEDULING POLICY

THREE (3) MEALS SHALL BE PROVIDED FOR RESIDENTS EACH DAY. AT LEAST TWO (2) OF THESE MEALS SHALL BE HOT MEALS. THE MEALS WILL BE SCHEDULED SO THAT NO INTERIM PERIOD SHALL EXCEED THIRTEEN (13) HOURS. SNACKS WILL BE PROVIDED EACH EVENING TO INSURE THIS. SNACKS ARE ALLOWED TO BE SERVED ON THE FLOOR.

THE MEAL SCHEDULE WILL BE ALTERED ON WEEKENDS AND HOLIDAYS TO PROVIDE A CHANGE OF PACE FOR THE RESIDENTS. HOWEVER, THE PRECEDING GUIDELINES MUST BE ADHERED TO.

1. ALL FLOOR STAFF WILL BE SEATED WITH RESIDENTS AT ALL MEALS.
2. BREAKFAST WILL BE SERVED NOT BEFORE 7:30 a.m.  
7:30 a.m. - 8:00 a.m.  
8:00 a.m. - 8:30 a.m.  
8:30 a.m. - 9:00 a.m.
3. NOON LUNCH WILL BE SERVED NOT BEFORE 11:30 a.m.  
11:30 a.m. - 12:00 p.m.  
12:00 p.m. - 12:30 p.m.  
12:30 p.m. - 1:00 p.m.
4. DINNER WILL BE SERVED NOT BEFORE 5:00 p.m.  
5:00 p.m. - 5:30 p.m.  
5:30 p.m. - 6:00 p.m.  
6:00 p.m. - 6:30 p.m.
5. SATURDAY AND SUNDAY BRUNCH NOT BEFORE 10:00 a.m.  
(or regular Breakfast Schedule #2) 10:00 a.m. - 10:45 a.m.  
10:45 a.m. - 11:30 a.m.  
11:30 a.m. - 12:15 p.m.
- Evening meal on Saturday and Sunday 5:00 p.m.  
5:30 p.m.  
6:00 p.m.

The responsibilities for the above ... Supervisor of Cafeteria, First Cook on early morning shift, and First Cook on the evening shift.

"Sepcial occasion meals will last longer - 45 minutes"



BOX LUNCH

POLICY: TO PROVIDE VARIETY AT MEALTIME AND EDUCATE RESIDENTS IN DIFFERENT WAYS OF MEETING THEIR NUTRITIONAL NEEDS, A BOX LUNCH WILL BE SERVED WEEKLY DURING THE SUMMER MONTHS.

PROCEDURE: A BOX LUNCH WILL BE PLANNED TO MEET THE REQUIREMENTS OF THE NATIONAL SCHOOL LUNCH PROGRAM (SEE NEXT PAGE) AND SERVED EACH TUESDAY AT THE NOON MEAL. FRUIT PLANNED FOR EACH WEEKS' BOX LUNCH HAS BEEN CHOSEN FOR ITS VITAMIN CONTENT. IF SUBSTITUTION IS NECESSARY, A FRUIT OF SIMILAR VITAMIN CONTENT WILL BE CHOSEN (SEE PAGE )



## SUGAR, SALT, FAT CONTENT OF MEALS

**POLICY:** Moderate amounts of sugar, salt, and fat will be served residents in compliance with the recommendation published in Dietary Guidelines for Americans

**PROCEDURE:**

Adherence to the following standards is required:

Unsweetened or "no sugar added" fruit juices will be served at all times.

Fresh fruits will be served whenever possible. Unsweetened or "no sugar added" canned fruit will be used when fresh fruit is unavailable or when stated specifically on the menu.

Fresh vegetables will be used whenever possible. Frozen vegetables will be used when fresh vegetables are not readily available. No salt will be added to vegetables during preparation.

These menus have been planned to provide moderate amounts of fats. Meats will be broiled or roasted whenever possible. Vegetables may have small amounts of butter or margarine added prior to serving. Desserts will be prepared with low fat or skim milk whenever this can be done without altering the finished product.



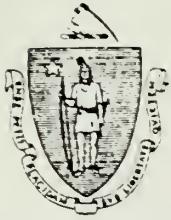
FOOD SERVICE PROGRAM

STAFF POLICY

1. ALL STAFF WISHING TO PARTAKE OF THE DINING ROOM FOOD SHALL PURCHASE MEAL TICKETS. (SEE MEAL TICKET POLICY). NO PORTION OF A PARTICULAR STATE MEAL MAY BE OBTAINED WITHOUT THE PURCHASE OF A MEAL TICKET.
2. ALL MEALS PURCHASED VIA THE MEAL TICKET POLICY MUST BE CONSUMED WITHIN THE DINING ROOM AREA.
3. LINE STAFF CHOOSING TO BRING NON-FACILITY FOOD MAY CONSUME SUCH FOOD WITHIN THE CONFINES OF THE DINING ROOM.

ALL OTHER STAFF ARE ENCOURAGED TO CONSUME NON-FACILITY FOOD IN THE VISITORS ROOM, HOWEVER, PROGRAM STAFF (NOT INCLUDING CENTRAL SERVICE STAFF) MAY CONSUME NON-FACILITY FOOD IN DESIGNATED EATING AREAS IN EACH UNIT, AT THE DIRECTION AND DISCRETION OF PROGRAM DIRECTORS.





EDWARD J. LOUGHREN  
Commissioner

*The Commonwealth of Massachusetts*  
*Executive Office of Human Services*  
*Department of Youth Services*  
*150 Causeway Street*  
*Boston, Massachusetts 02114*

Area Code (617)  
727-7575

MEMORANDUM

TO: Margo Casey, Assistant Commissioner,  
Bureau of Facility Operations  
  
Facility Administrators  
  
Secure Treatment Directors  
  
Secure Detention Directors  
  
Shelter Care Directors

FROM: Edward J. Loughran, Commissioner

DATE: January 21, 1987

SUBJECT: Meal Payment Exemption

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I am pleased to announce that the current policy requiring DYS employees and contracted employees to pay for meals in Department facilities has been revised.

Effective January 25, 1987 the regulation which requires all employees to purchase meal tickets when dining in Department of Youth Services' cafeterias will be as follows: Employees of the Department of Youth Services or of a contracted program will not be required to purchase meal tickets when the individual is dining with a DYS client in the course of his or her responsibilities. Department of Youth Services' employees or contracted employees not dining with clients are required to pay for meals.

This welcomed revision comes only as a result of close cooperation with the State Office of Employee Relations and AFSCME, Council 93.

EJL/las



FOOD SERVICE PROGRAM

KITCHEN AND

DINING ROOM POLICY

1. ALL MEALS FOR RESIDENTS WILL BE SERVED IN THE DINING ROOM, UNLESS FOR REASONS OF HEALTH, SAFETY, OR SECURITY THE RESIDENT CANNOT BE ALLOWED INTO THE DINING AREA. WHEN IT IS NECESSARY, MEALS SERVED IN ROOMS, SHALL COMPLY TO THE SAME STANDARDS AS THOSE SERVED IN THE DINING ROOM WITH PARTICULAR REGARDS TO FRESHNESS AND TEMPERATURE. (PAPER PLATES AND PLASTIC UTENSILS WILL BE SERVED.)
2. THE DINING ROOM SHALL BE FURNISHED WITH AMPLE SEATING ARRANGEMENTS AND TABLE SPACE TO ACCOMODATE ALL RESIDENTS EATING AT ANY PARTICULAR TIME.
3. THE ATMOSPHERE OF THE DINING ROOM SHALL BE ONE CONDUCTIVE TO PLEASANT DINING CONDITIONS. NO RADIOS ARE PERMITTED, AND CONVERSATION SHOULD BE KEPT TO A LOW LEVEL DURING MEAL TIMES.
4. THE DINING AREA SHALL BE CLEANED AND SANITIZED AFTER THE FINAL MEAL.
5. INDIVIDUAL RESIDENTIAL PROGRAMS ARE RESPONSIBLE FOR THE DISTRIBUTION AND COLLECTION OF ALL RESIDENT SILVERWARE. AN ACCURATE COUNT OF SILVERWARE AT THE TIME OF DISTRIBUTION FOR EACH MEAL AND A CORRESPONDING ACCOUNT FOR COLLECTION AND RETURN IS THE RESPONSIBILITY OF EACH RESIDENTIAL PROGRAM. ALL STAFF SILVERWARE, I.E. FLOOR STAFF, EDUCATION STAFF, MAINTENANCE STAFF, MEDICAL STAFF, ADMINISTRATIVE STAFF AND ALL VISITORS WILL BE DRAWN INDIVIDUALLY FROM THE FIRST COOK ON DUTY AND ALL SAID SILVERWARE WILL BE DEPOSITED IN A SEPARATE RECEPTACLE UNDER THE DIRECTION OF THE FIRST COOK ON DUTY.
6. RESIDENTS MUST BE PROPERLY DRESSED FOR ALL MEALS (SHIRTS, LONG/LEGGED TROUSERS, FOOTWEAR.)
7. RESIDENTS WILL BE ESCORTED TO AND FROM THE DINING AREA IN A QUIET AND ORDERLY FASHION WITH ONE STAFF AT THE HEAD OF THE LINE, ONE STAFF IN THE MIDDLE OF THE LINE AND ONE STAFF BRINGING UP THE REAR. A HEAD COUNT MUST BE MADE PRIOR TO ENTERING THE DINING ROOM, UPON ARRIVAL IN THE DINING AREA, AND UPON RETURNING TO DESIGNATED AREA. THESE COUNTS MUST BE LOGGED.
8. INDIVIDUAL RESIDENTIAL PROGRAMS SHALL DINE SEPARATELY ON ALL OCCASIONS UNLESS THIS ARTICLE IS SPECIFICALLY WAIVED BY THE STATE FOOD SERVICE COORDINATOR. SUCH A WAIVER AS ABOVE WOULD BE EXERCISED ON MAJOR HOLIDAYS.
9. RESIDENTS WILL REMAIN SEATED THROUGHOUT THE MEAL UNLESS STAFF GRANTS VERBAL PERMISSION TO DO OTHERWISE. (ONE UP AT A TIME).
10. RESIDENTS ARE RESPONSIBILE FOR RETURNING THEIR TRAYS AND FOR CLEARING THEIR TABLE AREAS IN AN ORDERLY MANNER. ALL SILVERWARE WILL BE PLACED IN SILVERWARE CONTAINERS IN TRAY WINDOW AREA. A COUNT WILL BE TAKEN BY LINE STAFF. (AS FOR THE COLLECTION OF RESIDENT SILVERWARE SEE PAGE 3/ARTICLE 5). PROPER UTENSILS WILL BE USED BY RESIDENTS WITH EACH MEAL.
11. RESIDENTS MAY DINE IN THE SEAT OF THEIR CHOICE WITHIN THE DINING ROOM AREA. SIMILARLY STAFF MAY DINE WHERE THEY CHOOSE. ALL MEALS MUST BE CONSUMED AT ONE OF THE DINING SPACES.
12. SHIFT ADMINISTRATORS OR ASSISTANT SHIFT ADMINISTRATORS WILL BE RESPONSIBLE FOR IMPLEMENTATION OF THIS PROCEDURE.





